Conestoga College Volunteer Management Certificate Program: #1239

The Volunteer Management Certificate Program provides students from across Canada with the knowledge, resources, and tools to be effective, creative, and inspiring managers of volunteers. The program can be completed entirely online within a year. Graduates receive a Conestoga College certificate.

This national program is offered in partnership with the Volunteer Management Professionals of Canada (VMPC). The courses align with the accepted professional and program standards established by the Volunteer Management Professionals of Canada, Volunteer Canada, and the National Occupational Standards.

There are two program start dates: September 10, 2023, and January 8, 2024. The program consists of three consecutive courses, each 12 weeks long and 42 hours in length. The **program is completed entirely online**. We offer six optional, one-hour virtual classroom meetings per course for networking, discussions, and extra support.

Individuals receive professional information, resources, tools, and templates to develop a strong volunteer engagement program. We use a unique portfolio approach that allows you to create a program from scratch or enhance an existing volunteer program.

Instead of tests or research papers, you will develop policies and procedures, position descriptions, risk assessment tools, volunteer applications, marketing and recruitment plans, structured interviews, orientation sessions, supervision and support strategies, recognition events, strategic plans, and program evaluation tools.

The program is ideal for anyone seeking a career change or working with volunteers in social services, recreation and sports, libraries, arts and culture, hospitals, long-term care, health care, municipalities, or faith-based organizations. The skills are highly transferable for supervisory or leadership roles. It provides a foundation for individuals with three years of experience pursuing a CVA designation in Volunteer Administration.

There is one textbook for the entire program. The *Volunteer Administration Professional Practice*, 4th edition, is an advanced textbook costing approximately $135.00. An optional textbook, *Volunteer Management, Mobilizing all the Resources of the Community* 3rd, is an introductory textbook (E-Book) for approximately $40. All other resources are provided.

Approximate Costs for the Entire Program - $1200
Program Name: Volunteer Management Certificate Program
Program Code: #1239
Program Start Dates: September 2023 and January 2024

Program Courses: *The courses are taken in order and cannot be completed at the same time*

Course Code	Course Name	Course Start Dates	Cost per Course	Essential Assignments
VOLM1101 (Course 1)	Volunteer Management Foundations	September 11, 2023 January 8, 2024	$350.00	• Core Competencies • Philosophy of Volunteerism • Mini Quiz • Policy & Procedure • Case Study
VOLM1111 (Course 2)	Volunteer Management Core Skills	January 8, 2024 April 8, 2024	$350.00	• Position Description & Risk Assessment • Recruitment Plan • Application & Screening • Structured Interview • Orientation Plan • Performance Feedback Tool
VOLM1121 (Course 3)	Volunteer Management Applications	April 8, 2024 September 9, 2024	$350.00	• Recognition Plan • Strategic Plan • Outcomes Based Evaluation • Leadership & Advocacy Plan

Do not wait until course registration opens. Space is limited; apply early.
Program Application Link

This is a restricted program, and you must officially apply before you can register for a course. There is a $35 registration fee. Contact the Program Coordinator for more information or details.

Contact Information:
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